



REPLY TO
ATTENTION F:

DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

IMKO-AB-HRA (6C)-85a)

15 December 2005

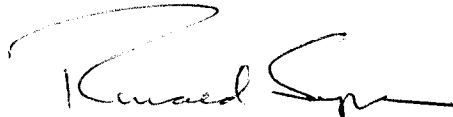
AREA II COMMAND POLICY #1-3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Counseling Services

1. REFERENCE: AR 600-85, Army Substance Abuse Program (ASAP), 1 Oct 01.
2. PURPOSE: This memorandum provides guidance concerning Civilian Counseling Services available in Area II.
3. APPLICABILITY: this memorandum applies to Area II civilian personnel and family members.
4. GENERAL:
 - a. The ASAP Civilian Counseling Services exist to enhance early identification and provide counseling to civilian employees with suspected alcohol and/or drug abuse problems (See Enclosure 1). Early recognition and professional treatment will assist in restoring employees as effective functioning members of the work force. Signs of distress signals and progression symptoms in the illness of alcoholism are listed at Enclosure 2.
 - b. Supervisors and civilian employees are encouraged to use the free and confidential resources of the ASAP Civilian Counseling Services. You may contact the Civilian Program Coordinator, Army Substance Abuse Program (ASAP) Counseling Center, Directorate of Morale, Welfare and Recreation (DMWR), Area II Support Activity, Building #5531, Blackhawk Village, Yongsan South Post at 736-3289/5060.
5. This memorandum supersedes Command Policy Memorandum #1-3, EANC-SA-CCC, 16 Oct 03, subject as above.

Encls
as


RONALD C. STEPHENS
COL, SC
Commanding

DISTRIBUTION:
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**AT MY SUBSTANCE ABUSE PROGRAM (ASAP)
CIVILIAN SERVICES
EMPLOYMENT ASSISTANCE PROGRAM (EAP)**

WHAT IS IT?

EAP is an ASAP assistance program for civilian employees.

Everyone has problems from time-to-time. Some people can solve them by themselves, while others may require help. Living in the middle of a problem sometimes makes the problem difficult to recognize. That is often the case with substance abuse.

That's where your **Employment Assistance Program** comes in. Simply call for an appointment and meet with the EAP Coordinator to discuss the problems relating to alcohol and other drug abuse.

IT'S CONFIDENTIAL!

EAP is a referral service for employees and their families who need help because drinking or drug use is interfering with their job performance or family life.

Your employer will not be informed that you are seeking help unless you request that he or she know. On the other hand, if drinking or drug use is interfering with your job performance, your employer may already know. Your employer, family member, or a close friend may recommend that you talk with the EAP Coordinator.

HOW DOES IT WORK?

The employee or family member may contact the ASAP EAP directly for an appointment (736-3289 or 736-5060). In a private interview, the EAP Coordinator will help the employee determine the nature of the problem. EAP will provide information on the ASAP Counseling Center's procedure for resolving the problem.

DISTRESS SIGNALS
AND
PROGRESSION SYMPTOMS
IN
THE ILLNESS OF ALCOHOLISM

1. Increase in alcohol tolerance.
“I can drink them all under the table.”
2. Occasional or partial memory loss.
“Did I really do that last night?”
3. Drinking beyond one's intention.
“Boy, did I get smashed....should have eaten something.”
4. Increased dependence upon alcohol.
“Can't wait.... Gotta have a quickie.”
5. Sneaking drinks.
“I need that extra one....besides, who's to know?”
6. Preoccupation with alcohol.
“Package store is closed tomorrow....better pick up a bottle today.”
7. Resentful when one's drinking is discussed.
“It's none of their business....I can handle it.”
8. Futile, frustrating water-wagon attempts.
“This time, I've got to do it....just got to.”
9. Rationalizing loss of control.
“If they had my problems, they'd drink, too.”

If you have one or more of these symptoms, you may have a drinking problem.

Area II Army Substance Abuse Program
Area II Support Activity
Unit # 15333
Phone 736-3289 or 736-5060